

SENIOR BUSINESS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Coordinates a large, on-going program. Generates and maintains independent funding through grants and other sources. Develops and conducts training programs. Coordinates analysis of federal reporting requirements.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level within the Business Specialist series. Business Specialists perform line work furthering the business goals and missions of the work units where they are located. A Business Specialist is typically located within a division, and not at the department administration level.

Senior Business Specialist assignments are more complex and broader in scope with a high degree of independence, as compared with the Business Specialist. Work is independent of the assigned department or work unit, has city-wide implications, and usually includes significant or multiple line responsibilities, delivery of services, or responsibility for one or more programs. May have lead responsibility for staff on a project on a day-to-day basis. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned division manager and higher-level management staff.

May exercise functional and technical supervision over assigned staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Manages or oversees the daily operations of assigned division programs or services. Serves as liaison between the city and developers, businesses, other government agencies, vendors, contractors, consultants, community groups and the general public regarding city and department programs and services. Coordinates activities with other departments or agencies.

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Essential Functions:

2. Works with other agencies to develop and refine local, regional, or national programs that cross agency jurisdictional lines and requires a significant degree of cooperation and collaboration. Establishes and fosters supportive relationships and lines of communication. Develops policies and procedures governing the applicable inter-agency program(s). Facilitates simulation events for training purposes and to test efficacy of procedures.
3. Develops and administers comprehensive training programs for city and interagency staff. Conducts needs analyses to determine training needs. Coordinates or conducts various training programs throughout the city, including creating or purchasing training materials, selecting training vendors, and evaluating training effectiveness.
4. Plans, develops, coordinates and conducts city-wide events or exercises. Ensures compliance with local, state, and federal regulations as necessary. Coordinates participation from various internal and external participants. Identifies deficiencies or resource gaps. Evaluates event or exercise performance, documents results, and implements process improvements.
5. Represents the city and assigned program in board meetings and meetings with other divisions, departments, customers, community groups and agencies. Responds to requests for information, questions, and complaints from within the city and from the public, including news media. Initiates meetings with common interest groups, when appropriate.
6. Investigates researches, analyzes and prepares recommendations for new or modified programs or services. Drafts and revises policies and procedures applicable to assigned services and programs for management review.
7. May serve as a lead, providing functional and technical oversight and training to assigned staff. Assigns, plans, directs, coordinates and schedules assignments; monitor work progress and review work results.
8. Ensures that adequate monitoring and reporting systems are maintained. Ensures that city and federally mandated records retention procedures and schedules are followed.
9. Collects and analyzes data from various sources, and prepares a variety of analytical and operational reports, memos, correspondence, maps and other documentation using common office software and specialized applications. Provides operational information and statistical data for federal reporting requirements, management use, city website, and city publications.
10. Creates a variety of periodic and special reports used to monitor operations, revenues and expenditures for department management, the City Manager's Office, City Council, regulatory agencies, funding sources and the public. Monitors reports on a regular basis.
11. Seeks and applies for federal and state grants to be used to fund or enhance department operations. Operationally administer grants. Maintains record keeping requirements as stated in grant. Assists with tracking and reporting when needed. Ensures compliance with appropriate funding requirements.

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Essential Functions:

12. Stays abreast of trends, developments and legislation within applicable field. Prepares reports and communicates items of significance to department and management staff. Incorporates research into trainings, program offerings, and policies and procedures.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Programs, practices, markets, trends, principles, techniques, resources, processes and procedures associated with the area of assignment.
Principles and techniques of program administration.
The needs and interests of customers associated with the area of assignment.
Principles and practices of budget preparation and administration.
Principles and practices of accounting.
Methods and techniques of research, including data collection, analysis and reporting.
Techniques of furthering inter-agency collaboration, depending on assignment.
Grant administration requirements, depending on assignment.
Arithmetic operations.
Rules, regulations, policies and procedures of the assigned work unit.
Methods of report preparation.
Principles and practices of policy and procedure development.
Principles and techniques of lead supervision and training.
English usage, spelling, grammar and punctuation.
Modern office procedures and methods including common office software and hardware.
Public relations techniques.
Principles and procedures of record keeping.
Pertinent federal, state and local laws, codes and regulations.

Skills in:

Performing responsible operational activities in the area assigned involving the use of independent judgment and personal initiative within established guidelines.
Understanding the needs, organization and operation of the assigned department, other agencies and customers as necessary to assume assigned responsibilities.
Defining issues, collecting and analyzing pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Fostering productive inter-agency relationships and programs, depending on assignment.
Planning, organizing, and prioritizing assignments.
Meeting critical deadlines.

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Skills in:

Working independently and making sound decisions.
Researching, analyzing and evaluating programs, policies and procedures.
Preparing clear and concise reports, correspondence and memoranda.
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
Learning any specialized software used in the work unit.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
Managing multiple assignments.
Adjusting to changing priorities.
Using initiative and independent judgment within established guidelines.
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible administrative or operational experience, preferably in the area of assignment or in a local government environment.

Training:

Bachelor's degree from an accredited college or university with major in public administration, business administration, or a field related to the essential functions

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Office environment; some positions may involve field or construction site environments; some positions may involve traveling from site to site; exposure to computer screens.

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Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing, or sitting for extended periods of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

SEGAL

REV 4/27/11

FLSA & City: nonexempt

CSB 6/8/11